

# NIH TRANSHARE Program Application

**Instructions:** Bring the following documents to the **NIH Parking Office, Building 31, Room B3B04**: (1) your NIH ID card, (2) your parking permit (the hanger or your FACSCARD), and (3) this form with Items 1 through 15 completed. Please type or print.

1. Name—Last Name		First Name	Middle Initial
2. Parking Hanger Permit No. (Write "none," if applicable.)		3. NIH Photo ID No. (Required)	4. Off-Campus Parking Access Card Number (FACSCARD) or Sticker Number (if applicable)
5. Current NIH Pay Plan or other category (check one) <input type="checkbox"/> GS <input type="checkbox"/> GM <input type="checkbox"/> WG <input type="checkbox"/> AD <input type="checkbox"/> Other (specify Trainee, Fellow, IRTA, volunteer)		6. Current Grade Level	7. Work Phone No.
			8. Building and Room
			9. Fax No.
10. Supervisor's Name		11. Institute, Center, or Division	
12. How do you currently travel to and from work? <input type="checkbox"/> Drive alone _____ days per week <input type="checkbox"/> Vanpool _____ days per week; driver's name: _____ <input type="checkbox"/> Carpool _____ days per week <input type="checkbox"/> Metrorail _____ days per week <input type="checkbox"/> Bus _____ days per week <input type="checkbox"/> Other _____ days per week; indicate mode: _____			
13. Home Address (Street address, apartment no., city, county, state, and zip)		14. Would you like to be considered for the free parking program at Shady Grove or New Carrollton Metro stations? If so, check the appropriate station. <input type="checkbox"/> Shady Grove <input type="checkbox"/> New Carrollton	

## 15. SIGNATURE AND CERTIFICATION

I certify that: I am employed by the NIH; I will be using Transhare fare for my daily commute to and/or from work; I will not transfer the fare to anyone else; I understand that I must surrender all NIH parking permits and provide all off-campus parking access card (FACSCARD) and/or sticker numbers to participate in the NIH Transhare Program; **I understand that I cannot be a participant in the NIH Transhare Program and have on- or off-campus parking permits; I understand that I cannot have parking privileges and/or a reserved space at on- or off-campus facilities (i.e., all parking permits and privileges MUST be surrendered in order to participate in the NIH Transhare Program);** and to the best of my knowledge and belief, all of my statements are true, correct, complete and made in good faith. A false, fictitious, or fraudulent certification will render me subject to criminal prosecution under U.S. Code, Title 18, Section 1001, including a fine and imprisonment for up to five years; a civil penalty action providing for administrative recoveries of up to \$5,000 per violation; and/or agency disciplinary actions up to and including dismissal.

Applicant's Signature

Date

**Privacy Act Statement:** Public Law 101-509, title IV—General Provisions, section 629 (1990) authorizes the collection of the information on this form. The primary use is by management and the NIH Parking Office to analyze participation in the NIH TRANSHARE Program. Additional disclosures of the information may be to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. In the event of litigation where the defendant is: (a) the Department, any component of the Department, or any employee of the Department in his or her official capacity; (b) the United States where the Department determines that the claim, if successful, is likely to directly affect the operations of the Department or any of its components; or (c) any Department employee in his or her individual capacity where the Department of Justice has agreed to represent such employee, the Department may disclose such records as it deems desirable or necessary to the Department of Justice to enable that Department to present an effective defense, provided such disclosure is compatible with the purpose for which the records were collected. Furnishing the information on this form is entirely voluntary; however, failure to do so will result in ineligibility to participate in the NIH TRANSHARE Program.

## REPLY FROM DIVISION OF PUBLIC SAFETY

▷ Action Taken (SEE ATTACHED FOR FULL EXPLANATION.) ◁ <input type="checkbox"/> Conditionally Approved (You MUST sign up as specified) <input type="checkbox"/> Placed on Waiting List (You will be notified if accepted) <input type="checkbox"/> Disapproved. Reason: <input type="checkbox"/> Incomplete application <input type="checkbox"/> Other:	Authorized DPS Signature	Date
	NIH TRANSHARE Commuter Card No.	

# THE NIH TRANSHARE PROGRAM

## Subsidy Now Offers Up To \$65.00 a Month to Eligible Employees

*(application on reverse side)*

### ***What is the NIH TRANSHARE Program?***

The NIH introduced the NIH TRANSHARE Program to the Bethesda campus community in October of 1992 as an incentive for commuting by public transportation. At that time a \$21.00 per month public transportation subsidy was provided. The NIH has increased this subsidy to up to \$65.00 a month and has included vanpool commuters, stay-in-school, and off-campus employees. This subsidy is available to all NIH employees who are willing to surrender any NIH parking permits and/or provide all off-campus parking access card numbers (FASCARD) and sticker numbers. The NIH TRANSHARE Program will provide you with up to \$65.00 a month in tax free subsidies. In addition, the NIH is providing a limited amount of free parking by permit for those employees who commute via the Shady Grove or New Carrollton Metro Stations.

### ***Who is eligible for the NIH TRANSHARE Program?***

Eligible participants include employees classified as a civil servant of the Federal Government as defined by 5 U.S.C. 2105. **For Fiscal Year 1998, the NIH TRANSHARE Program was expanded to include trainees, IRTAs, visiting fellows and volunteers.**

### ***How do I apply for the program?***

NIH employees interested in program participation must submit a completed Form NIH 2705-1, "NIH TRANSHARE Program Application" to the Parking Office, Building 31, Room B3B04. Only NIH employees are eligible to apply for the NIH TRANSHARE Program. Employees interested in participating in the program must be prepared to provide a current NIH Identification badge. All NIH parking permits and off-campus parking access card numbers (FASCARDS) must be

provided prior to entry into the program. Employees may not have NIH parking permits and participate in the NIH TRANSHARE Program at the same time. Program guidelines allow participants to receive temporary 1-day parking permits up to 24 times a year. NIH TRANSHARE Program Policies and Procedures are available to all NIH employees interested in participating in this program.

### ***Where do I receive my NIH TRANSHARE subsidy?***

Monthly distribution of Metrocheks will take place at the R&W store in Building 31, B1 level (open 9:00 a.m.–3:45 p.m.) and the R&W store located on the lobby level of Executive Plaza South (open 9:00 a.m.–3:00 p.m.). Participants must show their NIH TRANSHARE Commuter Card and their NIH Identification badge. The NIH TRANSHARE subsidy **will not** be distributed if either one of these cards is absent.

### ***Can I withdraw from the NIH TRANSHARE Program?***

NIH TRANSHARE participants may elect to withdraw from the program at any time. To withdraw, the participant must submit a completed Form NIH 2705-5, "Termination, NIH TRANSHARE Program" available at the Parking Office. The form must be accompanied by the participant's NIH TRANSHARE Commuter Card and the satellite parking permits if applicable. Employees may then obtain NIH parking permits after their present subsidy month(s) expire.

### ***Questions?***

If you have any questions about the NIH TRANSHARE Program or to obtain an application, please call the Employee Transportation Services Office at 402-RIDE (7433) or stop by Building 31, Room B3B18.